

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

May 1 – May 31, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
May 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on May 11.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on May 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on May 11.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,200 documents and edited 3,117 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 1.7 lft. of new documents, and processed 7 new sites.

The site assessment Librarian IV received .7 lft. of Oil Facility Response Plan documents, and worked 8.2 hours on the collection.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

7 lft. of documents were picked up from EPA regional offices. 6 Transfer of Records forms were processed.

8.9 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated May 13.

FRC Storage Report, updated May 13.

On-Site Storage Report, updated May 13.

Contracts On-Site Storage Report, May 1, 8, 14, 22 & 29.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,157 documents (103,201 pages) during May and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during May.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Three Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	09QP	ALL METAL PROCESSING (BURBANK)

00	0988	INTEL CORP (SANTA CLARA 3)
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Staff retrieved 65 cost packages/financial documents for EPA staff during May.

The Cost Package Documentation Index was updated on May 1, 8, 14, 22 & 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 20.0 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09FL	00	ALAMEDA NAVAL AIR STATION
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09GU	00	ANACONDA COPPER CO (YERINGTON)
092Q	10	ANDERSEN AIR FORCE BASE
0983	00	APPLIED MATERIALS
09KC	00	ARCHIE GOH DEBRIS FIRE SITE
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09E9	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09ZZ	N/A	BOCKMAN & WOODY ELECTRIC
09ZZ	N/A	BREA AGRICULTURAL SERVICES
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09S6	00	BUCK'S WAR SURPLUS
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
0971	01	CASTLE AIR FORCE BASE
09MU	01	CHINO AIRPORT RADIUM DIALS
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	01	COALINGA ASBESTOS MINE
0945	01	COAST WOOD PRESERVING
09ZZ	N/A	COLFAX ENGINE HOUSE
091N	01	COOPER DRUM
09B9	00	COPPEROPOLIS ASBESTOS
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09RR	00	CROWN CITY PLATING

SSID#	OU	Site Name
09NR	00	DECH DRUMS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09N3	00	DIAMOND XX
09ZZ	N/A	EXCELLO PLATING CO. INC
0972	01	FIRESTONE TIRE & RUBBER CO - SALINAS PLANT
0973	01	FMC CORP. (FRESNO PLANT)
09Q6	01	FORT ORD
09Q6	02	FORT ORD
09QJ	00	FORT ORD
09SD	00	FOSTER'S PLATING
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09H8	01	GBF & PITTSBURG DUMPS
0963	00	GILA RIVER INDIAN RESERVATION
09RK	00	GOLDOME
Z9BS	00	GREKA OIL & GAS INC BELL 3 RELEASE
Z9BY	00	GREKA-GATO PONDS
09RJ	00	HAKIMO ROAD AKA BOTELHO
09PJ	00	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
0985	01	HEWLETT PACKARD, 1501 PAGE MILL ROAD
0940	01	IBM CORP
09ZZ	N/A	IMPERIAL INDUSTRIAL CHEMICAL CO
0920	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
09GJ	03	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
0988	00	INTEL CORP (SANTA CLARA 3)
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
092U	00	JET PROPULSION LABORATORY
09FM	00	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	LARSON MARINE
093Y	01	LAVA CAP MINE
0975	00	LAWRENCE LIVERMORE LAB (USDOE)
091A	00	LEVIATHAN MINE
09ZZ	NA	LIBBY SISTER SITES (ASBESTOS PROJECT)
0947	01	LIQUID GOLD OIL CORP RICHMOND
0989	01	LORENTZ BARREL & DRUM CO
0976	01	LOUISIANA-PACIFIC CORP
098P	00	MARE ISLAND NAVAL SHIPYARD
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09KM	00	MCCLEUR TAILINGS
0904	00	MCCOLL

SSID#	OU	Site Name
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
091E	03	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	05	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09AK	00	NAVAL COMPUTER & TELECOMMUNICATIONS AREA MASTER
STATION EASTERN PACIFIC		
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
		NON SITE-SPECIFIC
	01	NON SITE-SPECIFIC
		NON SITE-SPECIFIC
09ZZ	N/A	NORM'S HIGH TECH AUTO CENTER
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
09RW	00	PETER PAN CLEANERS
09ET	00	PG&E DALY CITY
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	PRECISION SHEETMETAL (BRN)
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09BY	01	RIO TINTO COPPER MINE
09ZZ	N/A	ROBLEDO MERCURY
0979	01	SACRAMENTO ARMY DEPOT
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09RT	00	SAIPAN SEWER WASTE SITE
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

09N2	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09T5	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
SSID#	OU	Site Name
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
09P9	02	SCHOFIELD BARRACKS
09P9	04	SCHOFIELD BARRACKS
0944	00	SELMA TREATING CO
0944	02	SELMA TREATING CO
09ZZ	N/A	SKYLINE AUM WASTE PILE SITE
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09W6	00	SPARKS SOLVENT/FUEL SITE
09ZZ	N/A	SPARTAN PLATING
09ZZ	N/A	STAUFFER CHEM CO RICHMOND
09W9	01	STOKER CO
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ND	00	TANAPAG FUEL FARM
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0981	01	TH AGRICULTURE & NUTRITION
Z918	00	TORO CREEK SPILL
09P3	02	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	04	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	05	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	07	TREASURE ISLAND NAVAL STATION- HUN PT AN
09ZZ	N/A	TREMONT SUPPLY EXPLOSION
09ZZ	N/A	TROPICO MINE
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VENDO CO THE
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
Z991	00	WEST HILLS OIL
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	01	WILLIAMS AIR FORCE BASE
09ZZ	N/A	WINTERS OIL SERVICE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 61 requests for documents, performed 561 database searches in SDMS-C, and provided 5,091 documents for EPA staff and other requesters.

Forty indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on May 5 and May 8, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 5 FOIA requests totaling 7 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,346 non-FOIA-related pages for EPA staff and other requesters.

At the request of RPM Nadia Hollan and ORC attorney Harrison Karr, 4 documents from the Anaconda Copper Co (Yerington) and 7 from the Northeast Churchrock Mine site files were redacted in preparation for upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 16 requests for documents on CD-ROMs. 114,977 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	00	ALAMEDA NAVAL AIR STATION
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
0983	01	APPLIED MATERIALS
09ZZ	N/A	AVRA EQUIPMENT & SUPPLIES
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09W4	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	01	CARSON RIVER MERCURY SITE
09ZZ	N/A	CASTLE A L INC
0935	01	COALINGA ASBESTOS MINE
09H3	01	CONCORD NAVAL WEAPONS STATION
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09Y1	01	DCE CIRCUITS
09SD	00	FOSTER'S PLATING
09NB	00	INDUSTRIAL ZINC PLATERS INC.
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0939	01	JIBBOOM JUNKYARD
09ZZ	N/A	JIFFY DRY CLEANERS
093Y	01	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09QN	00	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	MTBE CHARNOCK
09J5	01	NEWMARK GROUNDWATER CONTAMINATION NON SITE-SPECIFIC
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA

09LX	00	PRESERVATION AVIATION
SSID#	OU	Site Name
0921	01	PURITY OIL SALES INC.
0979	01	SACRAMENTO ARMY DEPOT
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
0927	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09ZZ	N/A	SURCEASE MINE
091C	00	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09K5	01	VALLEY WOOD PRESERVING INC.
099X	00	VERDESE CARTER PARK
09RH	00	WAIANAE PERC AND PCBS SITE
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Cove Navajo Radioactive Structure Removal AR was compiled, copied, and sent to the repository on May 22.

On May 6 staff met with the TOAM, RPM Alana Lee and Office of Regional Counsel (ORC) attorney Taly Jolish to conduct the kick-off meeting for the Intel Corp. (Santa Clara III) administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during May for the following sites:

OU	SSID	Site Name
00	09QJ	FORT ORD
00	094R	FRONTIER FERTILIZER
01	09M6	MEW STUDY AREA

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 6 collections

Electronic files attached to E-mails: 31 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID#	OU	Site Name
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09QJ	00	FORT ORD
09SD	00	FOSTER'S PLATING
09SD	04	FOSTER'S PLATING
094R	00	FRONTIER FERTILIZER
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
09SE	00	LISTON BRICK COMPANY
09QN	00	MCCLELLAN AIR FORCE BASE
09M6	01	MEW STUDY AREA
09CA	05	MONTROSE CHEMICAL CORP
		NON SITE-SPECIFIC
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09QZ	02	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	02	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09ZZ	00	SUNRISE MOUNTAIN LANDFILL

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on May 26.

The PM held a Managers/Supervisors meeting on May 20.

The PM held a Scanning Department meeting on May 12.

The PM held a Cost Recovery Department meeting on May 13.

The RMS IV/Assistant Manager held meetings with special projects staff on May 12.

The RMS IV/Circulation Department Supervisor held a departmental meeting on May 12 and May 15.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on May 18.

The PM purchased supplies and/or equipment during May as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS2 training to Secretary Leslie Owyang-Chin and Grantee Rich Gleason on May 4. The Librarian IV also gave Ms. Owyang-Chin and Mr. Gleason copies of the *SDMS Quick Reference Guide*.

At the request of the TOAM, on May 8 an RMS V gave Environmental Protection Specialist Elizabeth Janes a tour of the Records Center, explained the services provided, and demonstrated SDMS and *Express Link*. The RMS V also provided her with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

At the request of the TOAM, on May 27 an RMS V gave Budget Analysts Denise Zvanovec and Mendy Guan a tour of the Records Center, explained the services provided, and demonstrated SDMS and *Express Link*. The RMS V also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On May 5, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III assisted EPA staff person Thomas Bretthauer with technical problems relating to the Migration to Active Directory on May 20.

An RMS IV/IS III assisted EPA staff person Buu Quach with technical problems relating to the Migration to Active Directory and Microsoft Access applications not working properly on May 22.

An RMS IV/IS III coordinated with Bob Zucker on the completion of the Migration to Active Directory. The migration was successfully completed on May 15 and we are currently working with Bob on decommissioning the R9REC server.

An RMS IV/IS III coordinated with Perry Silver and Dan Brown on the Oracle installation for the JMADIS05 Ascent Capture workstation because after the server migration all Oracle and ODBC connections were lost. The reconnection was successfully completed on May 20.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on May 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in June.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.1 Assist with Training End Users

At the request of the TOAM, a Librarian IV gave 1 introductory ECMS presentation to EPA staff in May.

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 37 EPA staff in ECMS in May.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 39 EPA staff in ECMS in May.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RMS IV/Head Indexer interviewed candidates for the open Librarian position. The successful candidate was Risa Blumlein, who began on the contract on May 26.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 17 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
210	13.8 lft.	329.2 lft.

Inventories

Records Surveyed	Year to Date
26.4 lft.	227.2 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	656.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
52	3	0	0	13	0	3	9	80